

**BUILDING TRADES INSPECTORS
REQUEST FOR PROGRESSION**

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met.
- Please retain a copy for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____
Employee's Date of Hire: _____ Date to Class _____ Employee current position title: _____
Supervisor's Name: _____ Phone #: _____
Supervisor's Title: _____ Length of time you have supervised employee: _____

Current Classification

- Inspector Inspector II Senior Inspector Senior Inspector II

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone #: _____

REQUEST: I would like to be reviewed for the following:

Inspector

- Inspector Proficiency Increase

Senior Inspector

- Senior Inspector 1st Proficiency Increase
 Senior Inspector 2nd Proficiency Increase

Inspector II

- Inspector II 1st Proficiency Increase
 Inspector II 2nd Proficiency Increase

Senior Inspector II

- Senior Inspector II Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

For all Proficiencies:

- Official College or University transcript **if not previously submitted** **or** High School transcript or General Education Development Certificate
 "Satisfactory performance rating on the most current performance evaluation"

Inspector - Proficiency Increase after 12 months

- Proof of completion one (1) International Code Council (ICC) examination, not previously taken, as approved by management **or** completion of fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted
 Proof of completion of three (3.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Inspector II – 1st Proficiency Increase after 12 months

- Proof of completion of one (1) additional International Code Council (ICC) exam, not previously taken, as approved by management, **or** completion of fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted
 Proof of completion of three (3.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Inspector II – 2nd Proficiency Increase after 24 months

- Proof of completion of fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted

(Continued from Building Trades Inspectors Request for Progression Pg. 2)

Proof of completion of two (2.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Senior Inspector – Meet all the requirements listed on the job description and obtain and maintain an active International Code Council Inspectors License in particular trade and have worked at least one (1) year as an Inspector II performing Residential and commercial permit inspections.

Senior Inspector – 1st Proficiency Increase after 12 months

Proof of completion of fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted

Proof of completion of three (3.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Senior Inspector - 2nd Proficiency Increase after 24 months

Proof of completion of fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted

Proof of completion of two (2.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Senior Inspector II – Meet all the requirements listed on the job description and obtain and maintain an active ICC Inspectors license in a particular trade and have worked at least five (5) years as a Senior Inspector performing Residential and Commercial permit inspections.

Senior Inspector II –Proficiency Increase after 12 months

Proof of completion of five (5.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

Proof of completion of ten (10) consecutive years of service as a licensed inspector in a particular trade

I have attached all the required documentation as stated in the Building Inspectors Trades Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____